

Community Use of Fairfax County Public Athletic Fields Policy and Procedures

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I. Purpose

This document establishes the policies and procedures that govern allocation and use of Fairfax County athletic fields, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive permitted use of Fairfax County public athletic fields and the process used to allocate and schedule fields, athletic leagues/organizations, individuals, groups and corporate applicants.

Two assumptions formed the basis for the development of the policy. First, the rules for scheduling enable the largest number of county residents to have access to public athletic fields. Second, the field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

- A. The Fairfax County Department of Community and Recreation Services (CRS) shall implement the policy, comply with these regulations and provide equal access to these facilities per the requirements of the allocation policy.
- B. The CRS Director has the authority to make changes to the allocation formula, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the CRS director has the authority to restrict or terminate permits when violations occur that warrant termination or when it is deemed in the best interest of the facility or County.
- C. The Fairfax County Athletic Council (FCAC), acting as a Board of Supervisor appointed community representative, shall recommend policy, procedural, and planning guidance to the Department of Community and Recreation Services, the Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS), and review usage conflicts and make recommendations for resolution. Additionally, FCAC periodically shall review the policy and identify needs for updates and changes based upon the current usage environment.

III. Limitations on Facility Use

- A. Use of County Athletic Fields by organizations and individuals can only be permitted during those periods designated for community use.
- B. A request for a particular athletic field does not guarantee availability or assignment to a specific organization.
- C. Request for athletic facilities will not be considered by CRS from athletic for-profit organizations (for definition see IV.F.).
- D. Fields taken out of service for renovation by either the Park Authority or the FCPS will not be permitted for use.
- E. Assigned facilities shall only be used for the activities for which they were assigned by CRS.

IV. Definitions

A. Acronyms:

- 1. CRS/DCRS – Fairfax County Department of Community and Recreation Services

2. FCAC – Fairfax County Athletic Council
 3. FCPA – Fairfax County Park Authority
 4. FCPS – Fairfax County Public Schools
- B. **Adult Sports:** Groups of players 19 years of age or older, who participate in athletic competition with other adults.
- C. **Allocation Calculation Factor:** The divisor used to determine number of teams per organization on which the allocation will be based.
- D. **Applicant:** Any sports organization, group of teams, or individual formally requesting community use of Fairfax County public athletic fields.
- E. **Athletic Field Sports:** Any sport that is played on a field configured for the requirements of the particular sport.
- F. **Athletic League/Organization:** A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games, and has sufficient membership to schedule competitive play.
- G. **Director:** The Director of the Fairfax County Department of Community and Recreation Services or other individual designated by the County Executive.
- H. **Fairfax County Athletic Council:** The Fairfax County Athletic Council (FCAC) acts as a community representative appointed by the Board of Supervisors and recommends policy, suggests procedures, and offers planning guidance to the Department of Recreation and Community Services, the Fairfax County Park Authority (FCPA) and Fairfax County Public Schools (FCPS). It also reviews usage conflicts and makes recommendations for their resolution.
- I. **For Profit:** A sports organization that makes a profit for individual personal gain by charging fees for concessions, fees for advertising, fees for admission for games, or uses semi-pro or paid players.
- J. **Group of Individuals:** Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization, and who do not meet the requirements of an athletic league/organization.
- K. **In Good Standing:** An applicant (group, organization or individual) that has no outstanding bills from the County, or is fulfilling obligations under a payment plan with the County; has no pending criminal or court injunctions against the league/organization or organization officials; and/or has no CRS rules violations within the past 12 months.
- L. **Individual Contact per Sport:** Primary contact for each sport within a multi-sport organization; person who deals with field applications and assignments for a sports organization.
- M. **Multi-Sport Field:** Any field with a configuration that might support a variety of sports.
- N. **New Organization:** A new sports group independently established for competitive play.
- O. **New Sports:** Organized sports not previously receiving community use allocation from CRS.
- P. **Not-for-Profit:** Any organization, group, individuals or corporate sport teams using athletic facilities strictly for recreational sports participation without assessing unusual

or non-customary fees on the players, club, or team and without charging admission fees for spectators.

- Q. **Non-Resident:** Any individual not residing in Fairfax County, Fairfax City, or the Towns of Clifton, Herndon, Reston, or Vienna.
- R. **Primary Season Sport:** County official designated season for a particular sport.
- S. **Program Expansion:** A sport is added within an organization, and meets all the requirements for allocation of fields.
- T. **Secondary Season:** A season not designated as a primary season for a particular sport.
- U. **Sport Specific Field:** Any field with a permanent configuration designed specifically for one sport.
- V. **Tournament:** Competitive play that requires additional fields beyond an organization's allocation and/or is not part of the regular playing season.
- W. **Youth Sports:** Groups of players the members of which are 18 years of age or younger and participate in athletic competition with other youth.

V. Rules for Applying for Permitted Use of Public Athletic Fields

- A. Any Not-for-Profit applicant, considered in good standing, is eligible for applying for seasonal use of athletic fields as a group, individual, or corporate sport team, providing it meets the following criteria:
 - 1. Adult Sports: At least 75% of participants in an adult organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents, said requirement to be phased into enforcement over a three year period as follows:
 - a. By fall of 2003 at least 67% of the participants in each adult sports organization must be Fairfax County residents.
 - b. By fall of 2004 at least 70% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - c. By fall of 2005 and beyond, at least 75% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - 2. Youth Sports: Beginning with the 2003 fall season, at least 90% of the participants on each youth sports team must be Fairfax County residents.
 - 3. The number of non-county players per team will be calculated based on the actual team size or on a designated maximum team size, whichever is smaller (see Table 1).

Table 1

Sport	Age Group	Non-County Resident Calculation Basis ¹
Youth Baseball (Sp)	6 and under	12
Youth Baseball (Sp)	7 to 8 year old	12
Youth Baseball (Sp)	9 to 10 year old	12
Youth Baseball (Sp)	11 to 15 year old	12
Youth Baseball (Su)	16 to 18 year old	18
Youth Field Hockey (Sp)	11 to 18 year old	18
Youth Football (F)	7 to 8 year olds	24
Youth Football (F)	9 to 10 year olds	24
Youth Football (F)	11 to 18 year old	24
Youth Lacrosse (Sp)	6 and under	24
Youth Lacrosse (Sp)	7 to 8 year old	24
Youth Lacrosse (Sp)	9 to 10 year old	24
Youth Lacrosse (Sp)	11 to 18 year old	24
Youth Rugby (Su)	6 and under	22
Youth Rugby (Su)	7 to 8 year old	22
Youth Rugby (Su)	9 to 10 year old	22
Youth Rugby (Su)	11 to 18 year old	22
Youth Soccer (F)	6 and under	12
Youth Soccer (F)	7 to 8 year old	12
Youth Soccer (F)	9 to 10 year old	14
Youth Soccer (F)	11 to 18 yrs	18
Youth Softball (Sp)	6 and under	15
Youth Softball (Sp)	7 to 8 year old	15
Youth Softball (Sp)	9 to 10 year old	15
Youth Softball (Sp)	11 to 15 year old	15
Youth Softball (Su)	16 to 18 year old	18
Adult Baseball (Sp)	19 years or older	25
Adult Cricket (Sp)	19 years or older	25
Adult Field Hockey (Sp)	19 years or older	25
Adult Football (F)	19 years or older	25
Adult Lacrosse (Sp)	19 years or older	25
Adult Rugby (Su)	19 years or older	25
Adult Soccer (F)	19 years or older	25
Adult Softball (Sp)	19 years or older	25

4. Applicants agree to support and enforce the CRS rules, regulations, and procedures set forth in this policy.
5. Users agree to ensure the safety of the players including termination of play if unsafe field conditions exist.
6. Users agree to hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the FCPA and all of their officials, officers, employees or agents, with respect to any injury or property damage caused by user or user's

¹ This is the number used to determine the percentage of players on a team that may be from outside Fairfax County.

employees or agents, including damage to School Board/park property or other public property.

7. Applicants commit to producing proofs of residency upon request by CRS staff.
8. The residency requirement will be waived for teams whose membership is 100% full-time employees of corporations located in Fairfax County.

B. Any applicant applying as an Athletic League/Organization must meet all of the eligibility requirements listed above and submit the organizational documentation as required by CRS.

1. Copy of organization's Bylaws and roster of elected officials.
2. Copy of organization's policy delineating established progressive disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators.
3. Copy of organization's written code of conduct for athletes, spectators, and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations.
4. Copy of organization's emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any Council of Governments or County emergency advisory announcements.
5. Applicants commit to producing proofs of residency upon request by CRS staff.

C. Eligible applicants (groups, individuals, corporate, and athletic league/organizations) must submit the following documentation in order to receive their final permit.

1. A registration list of individual players by sport and age for youth and by sport for adults, including names, gender, addresses, and telephone numbers.
2. A designated contact individual per sport who is responsible for dealing with field applications and assignments.
3. Copy of previous year's game and practice schedules.
4. Notification of any registration fees, equipment fees or other fees charged to participants or participating teams.
5. List of privately owned or leased fields (including name of lessor) and any other jurisdiction's fields being used by the requesting organization.
6. Any additional information deemed necessary by CRS.

D. CRS may deny an applicant scheduled use or terminate use if it determines that substantial evidence exists that one or more of the following has occurred:

1. Required documentation is not submitted;
2. Usage fees and out-of-county player fees are not paid within the specified time frame;
3. A history of field damage, regulation violations, or inadequate supervision of attendees is noted;
4. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;
5. Participants of the requesting organization have demonstrated dangerous or violent behavior towards others or among themselves, and/or

participants/organizations whose literature/stated philosophy promotes hatred and/or violence;

6. Progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed;
7. Violates regulations as identified in XI.J.2 regarding concessions, advertising and profit-making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or scheduling use of public athletic fields for semi-pro or paid players;
8. Assigned fields are sublet or re-allocated without prior approval from CRS.

VI. Rules for Scheduling Permitted Use of Public Athletic Fields

- A. Deadlines for filing applications are shown in **Table 2** below. A separate application is required for each sport.

Table 2

Applications Due	Seasons
October 1	All tournaments for the following year
December 1	Spring
March 1	Summer
May 1	Fall

- B. Expansion programs or new sports organizations submitting applications for fields for their first primary season must submit the application 6 months prior to the application date noted in **Table 2**.
- C. Tournament applications must be submitted separately by October 1st for all tournaments to be conducted during the following calendar year, and will be processed according to guidelines in section VIII.
- D. Public athletic fields are allocated as follows:
1. FCPS official high school sports
 2. Programs or activities sponsored by FCPA or CRS
 3. Applicants will receive practice and game allocations in the following order:
 - a. Athletic League/Organizations
 - 1) Youth primary season sport games
 - 2) Youth primary season sport practices
 - 3) Adults primary season sport games
 - b. Athletic League/Organizations
 - 1) Youth secondary season sport games
 - 2) Youth secondary season sport practices
 - 3) Adult secondary season sport games
 - c. Groups of individual teams, not affiliated with an organization (depending upon required number of teams per field, group may have to share the field space).

4. First primary season of new sports programs, if application is not submitted 6 months prior to regular application deadline.
 5. Allocation of additional fields due to increases in enrollment.
 6. One time use (e.g., family reunion) and major organization (e.g., corporate picnic) annual events (not tournaments)
 7. Late applications
 8. Non-scheduled practice or pick-up games
 9. Organizations, groups, or individuals not meeting the Fairfax County residency requirement
- E. Applicants serving players 16 years of age or older will receive first assignment of lighted fields with consideration given to adult scheduling.

VII. Rules for Allocating Time on Public Athletic Fields

- A. Fields, including those provided by FCPS, FCPA and Northern Virginia Regional Park Authority (NVRPA) to CRS, are allocated for community use.
- B. Some organizations receive additional community use time from the following sources, and that time will be included as part of the organization's allocation (i.e., Northern Virginia Regional Park Authority, Fairfax County developed or leased fields, FCPA developed or leased fields, FCPS developed or leased fields, Association Fields Funded through Tax Dollars (i.e., Reston Association), Other Local Governmental resources).
- C. Field Availability Dates are defined by FCPS, NVRPA and FCPA
- D. Allocation Criteria
 1. Space will be allocated equitably among primary sports in their primary season.
 - a. Each applicant will receive a preliminary allocation based upon last year's permit registration information.
 - b. Each applicant will receive a permit only after the requesting organization has submitted its current registration information, and it is reviewed.
 - c. Organizations are required to adhere to the approved allocation formula as they make scheduling decisions within their own leagues/organizations.
 2. The allocation calculation factor indicated in **Table 3** is used to determine number of teams per organization, and therefore the number of fields needed for practices and games, and may be adjusted by the County. This would be done after recommendations made by the FCAC, as the available resources in relationship to the level of demand warrant.

Table 3

Sport	Age Group	Allocation Calculation Factor
Youth Baseball (Sp)	6 and under	12
Youth Baseball (Sp)	7 to 8 year old	12
Youth Baseball (Sp)	9 to 10 year old	12
Youth Baseball (Sp)	11 to 15 year old	12

Youth Baseball (Su)	16 to 18 year old	14
Youth Field Hockey (Sp)	11 to 18 year old	13
Youth Football (F)	7 to 8 year olds	18
Youth Football (F)	9 to 10 year olds	18
Youth Football (F)	11 to 18 year old	18
Youth Lacrosse (Sp)	6 and under	20
Youth Lacrosse (Sp)	7 to 8 year old	20
Youth Lacrosse (Sp)	9 to 10 year old	20
Youth Lacrosse (Sp)	11 to 18 year old	20
Youth Rugby (Su)	6 and under	18
Youth Rugby (Su)	7 to 8 year old	18
Youth Rugby (Su)	9 to 10 year old	18
Youth Rugby (Su)	11 to 18 year old	18
Youth Soccer (F)	6 and under	6
Youth Soccer (F)	7 to 8 year old	10
Youth Soccer (F)	9 to 10 year old	11
Youth Soccer (F)	11 to 18 yrs	15
Youth Softball (Sp)	6 and under	12
Youth Softball (Sp)	7 to 8 year old	12
Youth Softball (Sp)	9 to 10 year old	12
Youth Softball (Sp)	11 to 15 year old	12
Youth Softball (Su)	16 to 18 year old	13
Adult Baseball (Sp)	19 years or older	20
Adult Cricket (Sp)	19 years or older	20
Adult Field Hockey (Sp)	19 years or older	20
Adult Football (F)	19 years or older	20
Adult Lacrosse (Sp)	19 years or older	20
Adult Rugby (Su)	19 years or older	20
Adult Soccer (F)	19 years or older	20
Adult Softball (Sp)	19 years or older	20

3. The minimum number of teams by sport that are assigned to practice on a field at the same time is designated by CRS, and may be adjusted either up or down as the available resources in relationship to the level of demand warrant.
4. The minimum number of teams per field per game is designated as two; however, the younger teams are assigned more teams per game field on the basis of the number of games that can fit within the assigned field.
5. Fields received from the County, FCPA, or FCPS through lease or development agreements will be counted in the allocation for those applicants.
6. Fields received from other local government entities (Town of Vienna, City of Fairfax, etc.) and quasi-government entities (Reston Association, etc.) will be counted in the allocation for those applicants.
7. The County will make every effort to continue allocating usage of fully or partially adopted fields during the appropriate primary season to those organizations with Adopt-a-Field or Friends-of-the-Field agreements, but does not guarantee exclusive use or permanent assignment of those fields.

8. Where possible, sports organizations shall be assigned fields within their community, especially for age groups 15 years or younger.
9. Primary Season Designation **Table 4**.

Table 4

Seasonal Scheduling Dates ²	Primary Season Sports
Fall: Aug. 1 to field closing date	Football, Soccer
Spring: field opening date to June 14 ³	Baseball, Lacrosse, Softball, Cricket, Field Hockey
Summer: June 15 – July 31	High School Age Baseball and Softball, summer <u>only</u> leagues, Tournaments, Rugby, New Sports

10. Primary season practices and games are allocated by sport and age, as designated in **Table 5** below.
 - a. All games must be completed within the allocation season.
 - b. Allocation of games for sports in their primary season will take precedence over allocation of practices.
11. Primary Season Practice Hours and Game Hours per Week per Team Table.

Table 5

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Baseball (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Baseball (Sp)	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Baseball (Sp)	9 to 10 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Baseball (Sp)	11 to 15 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Baseball (Su)	16 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Youth Field Hockey (Sp)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Football (F)	7 to 8 year olds	3 hrs.	1 hrs.	4	2
Youth Football (F)	9 to 10 year olds	3 hrs.	1.5 hrs.	2	2
Youth Football (F)	11 to 18 year old	4 hrs.	2 hrs.	2	2
Youth Lacrosse (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	7 to 8 year old	2 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	9 to 10 year old	2 hrs.	1 hrs.	2	2
Youth Lacrosse (Sp)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Rugby (Su)	6 and under	1 hrs.	1 hrs.	2	2
Youth Rugby (Su)	7 to 8 year old	1.5 hrs.	2 hrs.	2	2

² There is one Community Use of Fairfax County Athletic Facilities application form that allows the applicant to indicate by check box which seasons are included in the application, and indicate by filling in the blank what the actual duration of the playing season will be for those requested seasons.

³ Consideration will be given for space needed to complete championship games.

Sport	Age Group	Practice Total Hours per team per week	Game Hours per team per week	Teams per Field - Practice	Teams per Field -Game
Youth Rugby (Su)	9 to 10 year old	1.5 hrs.	2 hrs.	2	2
Youth Rugby (Su)	11 to 18 year old	3 hrs.	2 hrs.	2	2
Youth Soccer (F)	6 and under	1 hrs.	1 hrs.	6	6
Youth Soccer (F)	7 to 8 year old	1.5 hrs.	1.5 hrs.	4	4
Youth Soccer (F)	9 to 10 year old	1.5 hrs.	1.5 hrs.	2	2
Youth Soccer (F)	11 to 18 years	3 hrs.	2 hrs.	2	2
Youth Softball (Sp)	6 and under	1 hrs.	1 hrs.	2	2
Youth Softball (Sp)	7 to 8 year old	1.5 hrs.	2 hrs.	1	2
Youth Softball (Sp)	9 to 10 year old	1.5 hrs.	2.5 hrs. x 2	1	2
Youth Softball (Sp)	11 to 15 year old	2 hrs.	2.5 hrs. x 2	1	2
Youth Softball (Su)	16 to 18 year old	2 hrs.	2.5 hrs. x 3	1	2
Adult Baseball (Sp)	19 years or older		3 hrs.		2
Adult Cricket (Sp)	19 years or older		4 hrs.		2
Adult Field Hockey (Sp)	19 years or older		2 hrs.		2
Adult Football (F)	19 years or older		1 hrs.		2
Adult Lacrosse (Sp)	19 years or older		1 hrs.		2
Adult Rugby (Su)	19 years or older		2 hrs.		2
Adult Soccer (F)	19 years or older		2 hrs.		2
Adult Softball (Sp)	19 years or older		2.5 hrs.		2

12. The following process will be used when there are insufficient resources to meet the seasonal demands of primary sports.
 - a. The resources will be allocated to sports in their primary season, in proportion according to each sport's percentage of the aggregate number of teams.
 - b. Within each primary sport, space will be allocated to organizations in proportion according to their percentage of the aggregate number of teams for that sport.
13. Secondary Season Allocation Criteria (on a space available basis)
 - a. 1 game period and 1 practice period per team per week
 Future adjustments to these allotments will be made based upon availability of resources and competing needs.
14. Organizations are required to return to CRS any allocated fields and/or field use hours that the organization does not use.

VIII. Tournament Application and Scheduling

Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.

A. Tournament Request Requirements:

1. Tournament applications must be submitted by October 1st for all tournaments to be conducted during the following calendar year.
2. Tournament allocation requests are submitted separately from practice/game requests.
3. The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
4. Applicants requesting tournaments comprised primarily of County teams must indicate which fields, dates, and times are being reallocated by participating organizations for the use of the tournament.
5. Applicants conducting tournaments must agree to pay for any damages to the facilities used, and may be required to provide a deposit that will be returned if no damage occurs. Deposits will be returned when the County officially cancels use of the fields or the user group cancels because fields are unplayable due to inclement weather or when no damage occurs.
6. Applicants must agree that the tournament may be cancelled by the County due to inclement weather-related field closing.
7. If the tournament fields are damaged to such an extent that the fields are made unusable for the balance of the season, the tournament may not receive future permits until the applicant meets all designated conditions for future use.
8. CRS may assess per team enrollment fees for Tournaments based upon a recommendation by the FCAC.

B. Order in Which Tournaments Are Scheduled

1. Tournaments held during the sport's primary season, or as an extension of the playing season must meet the following residency requirements. The residency requirement will be waived for teams whose membership is 100% full-time employees of Fairfax County corporate sponsors.
2. Adult Sports: At least 75% of participants in an adult organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents, said requirement to be phased into enforcement over a three year period as follows:
 - a. By fall of 2003 at least 67% of the participants in each adult sports organization must be Fairfax County residents.
 - b. By fall of 2004 at least 70% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.
 - c. By fall of 2005 and beyond, at least 75% of the participants in each adult sports organization must be Fairfax County residents and each team within the organization must have at least 67% Fairfax County residents.

3. Youth Sports: Beginning with the 2003 fall season, at least 90% of the participants on each youth sports team must be Fairfax County residents.
4. CRS may limit the number of tournament dates and/or tournaments each season. Every attempt will be made to schedule the applicant's top priority tournament dates, but in the event of a schedule conflict, the tournaments will be equally divided among requested dates. If a conflict still exists, the competing requests will be determined by a chance event (coin toss).
5. Tournaments that include or are designed for Fairfax County and for Out-of-County teams during designated tournament season of Memorial Day weekend through Labor Day weekend.
6. Tournaments held outside the designated tournament season that include or are designed for Out-of-County teams, as space is available.

IX. Fees

- A. The County will identify the following fee amounts each year within one week of approval of the County's annual budget.
 1. Light Custodians: Any applicant using lights on school fields must have a paid or trained volunteer light custodian who is responsible for turning the lights on and off.
 - a. If a volunteer, 18 years of age or older and trained by County staff, is provided by the user organization, the hourly fee will be waived.
 - b. Organizations that do not provide a volunteer light custodian will be charged an hourly fee based upon a minimum of 3 hours per night for a paid light custodian.
 - c. Any organization refusing to assign a volunteer light custodian or pay for a staff light custodian will forfeit its use of a lighted facility.
 2. Charges may be incurred by organizations for use of a lighted field.
 3. A non-resident fee established by the Board of Supervisors, or in-kind reciprocal use of facilities, will be charged for all adult and youth players, per sport, per season, per team.
- B. Payment of Fees
 1. Outstanding fees must be submitted with the application in order for the application to be considered.
 2. Fees due based upon a bill received from Fairfax County are due within 30 days of receipt of the bill by the organization.

X. Allocation Review Process

An allocation review is a request for a reexamination of a decision regarding an organization's allocation of facility space or to provide a venue whereby usage conflicts may be addressed and resolved. The allocation review process is structured to ensure fairness and relies on the participation of members from the Fairfax County Athletic Council (FCAC) to make a recommendation regarding the specific allocation.

- A. Any sports organization or sport within an organization may file a request for an allocation review. To be eligible for an Allocation Review, applicants must meet at least one of the following criteria:

1. Application was denied.
 2. Field assignments were less than 90% of the minimum number of authorized hours in accordance with the policy for sports during their primary season.
 3. Usage conflict that cannot be resolved by the affected parties.
- B. To request an Allocation Review, applicants must submit a request in writing to the CRS Director within 10 work days of the release of field permits/schedules, or as conflict arises.
1. The written allocation review request should contain an explanation of the situation from the viewpoint of the sports organization, any new information that may clarify the issue and, if appropriate, a suggested alternative solution to the decision.
- C. All involved sports organizations will be required to bring their actual registrations and schedules to the scheduled review meeting. All organizations that may be affected by the decision may be asked to attend and provide information.
1. The actual registration numbers (at the time of the scheduled meeting) or the estimated registration numbers reported on the applicant's initial application (whichever is lower) will be used to calculate the organization's appropriate allocation.
- D. Members from the FCAC and CRS will form a review committee to provide recommendations for resolutions to the Director.
- E. In the event a satisfactory resolution cannot be found, any organization or individual aggrieved by the decision of the Director may appeal such decision within ten (10) days, in writing, to the County Executive. The decision of the County Executive shall be final and binding.

XI. Rules and Regulations Governing Use of Athletic Fields

- A. Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without DCRS approval.
- B. The School Board may cancel or postpone any non-school use of a school field when such use is in conflict with a school event. CRS will make every attempt to notify the affected organizations as soon as the cancellation information is received.
- C. Postponement, cancellation or discontinuation of use of any fields or facilities by the applicant must be reported to DCRS at least twenty-four (24) hours in advance unless action was due to inclement weather.
- D. Any individual or group found guilty of damaging, destroying or defacing school or park property or other public property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit some of their assigned fields in order to compensate other groups that may have been affected as a result of the damage.
- E. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. DCRS reserves the right to suspend or expel any organization, group of individuals or individual from use of County athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.

- F. Generally, when using school fields, rest rooms are not available unless special arrangements are made via the school principal, in which case the Fairfax County School Board Building Use Policy would apply.
- G. In no case shall anyone enter the grounds by force, or other than through the designated gates until opened by the appointed School, Park or Community and Recreation Services official.
- H. All groups are responsible for policing the area used. This includes picking up all trash and placing the trash in the appropriate receptacles or dumpsters. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of County property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost. The field and surrounding public property area should be clean when permitted use is completed.
- I. There will be no construction, modification, or physical changes to any field or facility unless specific written permission is received from the School Board or Park Authority. Marking game lines, raking and dragging configuring fields, and other aspects of field preparation for a game or event are the responsibility of the user.
- J. Users must agree to:
 - 1. Use good judgment when assessing field conditions and not use fields when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface.
 - 2. Abide by established guidelines for concessions as defined by FCPA, Fairfax County, or FCPS, depending upon the facility where the concession is operated. Coordinate all refreshment stands and concessions with the appropriate FCPS or Park Authority staff and comply with all Fairfax County Health Department requirements.
 - 3. Change clothing in public restrooms only.
 - 4. Conduct warm-ups or practice for a game in an area and manner that is not dangerous to spectators or individuals using other fields, or injurious to other fields on the assigned grounds.
 - 5. Ensure that prior approval from the appropriate Fairfax County government agency is received before signs, banners, and pennants are erected, and that they do not deface public property.
 - 6. Provide adequate chaperons for children and youth activities (in no event less than one adult per twenty-five (25) children or youths).
 - 7. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder.
 - 8. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
 - 9. Comply with safety regulations and policies of the Fairfax County School Board, the FCPA, the Fairfax County Fire Department, and other Fairfax County agencies.
 - 10. Park automobiles, trucks, tractors, wagons or other motor vehicles in the designated parking area.
 - 11. Comply with all federal, state and local laws, regulations and licensing requirements.

12. Use field during allocated time only and restrict use to only those areas to which the organization or group has been assigned. No field shall be used for any purpose other than as designated.
 13. Obtain permission from the property owner before retrieving any balls or equipment from private property.
- K. The Director shall have the right to deny the use of a field to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations. The Director administers and interprets the policy governing use of public fields and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of fields to any user who does not comply with all the regulations.